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GIRL RESERVE HANDBOOK



Y. W. C. A.

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HANDBOOK

FOR

High School and Boarding School
Girl Reserves,



Young Women's Christian Association
Y. W. C. A.

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The Woman's Press

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CONTENTS

FOREWORD

SECTION I. What It Means to Be a High School
or Boarding School Girl Reserve

SECTION II. What It Means to Have a Girl Reserve
Club

SECTION III. Club Ceremonials

SECTION IV. Songs and Hymns

SECTION V. Insignia and Uniform

SECTION VI. Everyday Interests for the Individual
Girl Reserve

SECTION VII. Suggestions for Resource Material

FOREWORD

This Handbook has been prepared for Girl Reserves in high schools and boarding schools with the hope that in it they will find information and material which will suggest to them ways and means for making their club work better, and also for helping them as individuals to increase their own powers of leadership. To belong to a national and international movement such as the Girl Reserve Movement of the Young Women's Christian Association, puts upon every individual girl a responsibility for striving to do her best as a club member, and as a girl Christian to "face life squarely" and "to find and give the best" wherever she goes.

The material in these Handbook pages has been taken in part from *The Girl Reserve Movement—A Manual for Advisers*. The rearrangement of it here, and the inclusion of new material have been done with the hope that high school and boarding school Girl Reserves as well as advisers may find a real use for the material in the pages of *The Girl Reserve Movement—A Manual for Advisers** with this Handbook as a guide.

Appreciation for their splendid work is again due to all those who contributed to the Manual for Advisers; in addition, many thanks are due Mrs. Lillian Short Morse, of Kansas City, Missouri, for permission to use her poem, "To the High School Girl Reserve," and the Recognition Service and Senior Farewell, both of which were written for the girls' high school clubs of Kansas City by Mrs. Morse.

GERTRUDE GOGIN, *Executive Secretary*,
Girl Reserve Department National Board
of the Young Womens Christian As-
sociations.

*In the following pages, the title "Manual for Advisers" will be used to designate the 1921 edition of *The Girl Reserve Movement—A Manual for Advisers*.

TO THE HIGH SCHOOL GIRL RESERVE

Who in her hands bears the gifts of Youth, of Love,
of Service, the Girl Reserve Department, National
Board of the Young Womens Christian Associations,
loyally dedicates this Handbook.

She walks, and, lo! a trail of light appears,
Shedding its radiance down the path of years;
These gifts she offers from her treasure-trove,
The gifts of youth, of service and of love.

Youth, joyous youth,
That helps to brighten skies,
As tenderly she wipes
The tears from children's eyes.

Love, glorious love,
That somehow lessens pain
And makes the weary smile,
The burdened laugh again.

Service, glad service,
In true humility giv'n,
Touching the "here and now"
With the pure joy of Heav'n,

Her gifts she bears on down the path of years,
She walks, and lo! a trail of light appears.

—*Lillian Short Morse.*

THE GIRL RESERVE

She walks, and lo! a trail of light appears

SLOGAN

To face life squarely

PURPOSE

To find and give the best

CODE

As a Girl Reserve I will be——
Gracious in manner
Impartial in judgment
Ready for service
Loyal to friends

Reaching toward the best
Earnest in purpose
Seeing the beautiful
Eager for knowledge
Reverent to God
Victorious over self
Ever dependable
Sincere at all times.

PURPOSE OF.....CLUB

(The purpose of her own club should be written here by the owner of this book).

CLUB BENEDICTION

May the Lord bless us in our work and in our play,
and grant us the peace and joy that come through service for others and friendship with Jesus Christ.

Section I.

WHAT IT MEANS TO BE A HIGH SCHOOL OR BOARDING SCHOOL GIRL RESERVE

To face squarely the daily tests which come at home, in school, at work, at play; to be a friend to all and strive to show Christ's love in every little deed; to give the best of self in service to God and in fellowship with girls everywhere, are golden threads woven through the fabric out of which a Girl Reserve fashions her thoughts and actions.

The "Christ way" for everyday living means to a Girl Reserve simple graciousness; constant and consistent impartiality; readiness for service, however humble and insignificant; unwavering, unqualified loyalty to friends; an eager desire for knowledge of the beautiful and the worthwhile in life and in living; a sincerity and earnestness of purpose which leads ever upward and outward; a sense of responsibility which not only begins a task but also finishes it; a control of self which makes for a body and a mind clean and pure in all ways; and a reverence for God which shows itself in work and in worship that recognizes Christ as the Light and the Way.

This and much more does the Girl Reserve code strive to symbolize to every Girl Reserve.

It is from the visions of youth that come inspirations to make to-morrow better than to-day. Visions come from a believing in belief, from believing in love and loveliness, from a spirit which hates wrong and injustice, which strives for a "best" that has God for its goal and Christ's standards as its test for action—a spirit which sees, in the shadows of the great trees and in the gold of the sunset, a God not old but young, who calls youth to follow Him and find eternal life. This is the meaning to a Girl Reserve of the keynote of her code, "reverent to God"; it is the giving of self in love for God and love for man, love expressed in terms of human helpfulness. Towards this and from this all the rest of the code leads, helping every Girl Reserve to find for herself and others the "life abundant."

Section II.

WHAT IT MEANS TO HAVE A GIRL RESERVE CLUB

Purpose—It is to help girls find “the life abundant” within and without the school that high school and boarding school Girl Reserve clubs are organized. Each club has to decide for itself the way to do this. For this reason every high school club needs a purpose, written by its own members, and stating clearly the reason for its being. Such a purpose should reflect, of course, the spirit of the Girl Reserve code, slogan and purpose, and the purpose of the Young Women’s Christian Association. Such a purpose should be a growing one. It should be reconsidered every fall when a club begins its year’s work. Such reconsideration might result in a complete rewording; on the other hand, the purpose might remain as before. If the latter is the case, the club should take care to state specifically the steps in its year’s program which will carry this purpose into effect. Every club should seek to promote a Christian fellowship throughout the school and in every day living, thus helping girls to put into practice the principles of Jesus Christ. Small cards on which are printed the club purpose prove of value in keeping members mindful of what they have agreed upon as their purpose. Such cards, whether made by hand or printed, should be made of heavy cardboard, so that they may be used as mirror cards, book marks, or for memory books. Every club purpose should be tested by such questions as these:

- A. Is the purpose of your club as now written in your constitution in line with the purpose of the National Young Women’s Christian Association of which you are a part?—
“To associate young women in personal loyalty to Jesus Christ as Savior and Lord; to promote growth in Christian character and service through physical, social, mental and spiritual training, and to become a social force for the extension of the Kingdom of God.”
- B. Is your purpose in line with the purpose, slogan and code of the Girl Reserve Movement?
- C. As expressed, is your purpose a flexible and growing one?
- D. Is it “A minimum of expression that *allows* for maximum interpretation?”
- E. To what extent have you measured up to the “maximum” this last year?

- F. Is your purpose dynamic, that is, does it "stir to action?"
- G. Does your purpose make possible the development of Christian leadership?
- H. Do you not think there is value in a careful study of the purpose, looking to restatement and changes comparable to the growth of club members?

Every member should know and be able to repeat from memory her club purpose as well as the Girl Reserve slogan, purpose, code, and the purpose of the National Young Women's Christian Association. It is desirable that any or all of these be used from time to time, if not regularly, in the opening of the club and committee meetings. The Circle of Light service includes these as may also the installation service.

Membership—Membership in the club is open to any girl in the high school who wishes to support the purpose for which Girl Reserve clubs exist. A club may vary in size from a small number of girls in a small high school to several hundred in a large school.

Name—It is suggested that high school clubs use the name "High School Girl Reserve Club of the Young Women's Christian Association" and that boarding schools use the name "Student Girl Reserve Club of the Young Women's Christian Association." High schools, however, may also use the name "Student" if they so desire. Certain names are not advisable for Girl Reserve clubs: for instance, Greek letter names or names belonging to a national boys' organization such as Hi-Y. These cause confusion and leave the girls' clubs no real identity.

Constitution—Every high school or boarding school Girl Reserve club should have a constitution written by a committee of girls appointed for this purpose. High school constitutions for clubs in communities where there is a city, town or county Young Women's Christian Association should be based upon the constitution for high school clubs found in the Manual for Advisers (page 95.) A high school club in a community in which there is no Young Women's Christian Association, and a boarding school club may obtain a sample constitution from the Girl Reserve Department, 600 Lexington Avenue, New York City. A copy of each constitution should be sent to the Girl Reserve Department for file and record and one copy should be kept on record by the secretary.

Dues—Club dues should be determined by the club after consultation with the city, town or county Young Women's Christian Association of which the club may be a part, or, if in a community in which there is no such Young Women's Christian Association, the dues should be determined in consultation with the

club advisers. Every Girl Reserve club, as a part of the Young Women's Christian Association movement, has a responsibility for that movement as a whole and will want to include, through a percentage of its dues or through an amount provided for in the budget, some contribution to the Young Women's Christian Association.

The Relation of the Girl Reserve club to the Young Women's Christian Association and to the World's Student Christian Federation.

The Girl Reserve Movement is the way in which the Young Women's Christian Association says to girls from twelve to eighteen, whether in grade school, in business or industry, in high school, or boarding school, "The Young Women's Christian Association belongs to you." Only by having a distinct movement for girls can a group of girls elect their own officers and choose for themselves the way in which they want to carry out the purpose of the great national association of which the Girl Reserve Movement is a part. *The Girl Reserve Movement is the Young Women's Christian Association for girls.*

The local Young Women's Christian Associations in city, town, and country communities, including the Girl Reserve clubs and the student Associations in colleges and universities, together make up the National Young Women's Christian Association, with headquarters at 600 Lexington Avenue, New York City. This National Young Women's Christian Association, in turn, is part of a great world movement of women and girls, the World's Young Women's Christian Association, with headquarters in London. Thus the Girl Reserve Movement is a unit in a Christian fellowship which stretches around the world.

Because they are *women*, student Girl Reserves are part of the largest organization for women in the world, this World's Young Women's Christian Association. Because they are *students*, they may become a link in another great world-wide fellowship, a fellowship of Christian students, both men and women, known as the World's Student Christian Federation. The student Young Women's Christian Association, the student Young Men's Christian Association, and the Student Volunteer Movement of America belong to this World's Student Christian Federation, which has headquarters in Geneva, Switzerland, London, and New York City.

Each club of school girls which is truly expressing in some way the purpose of the National Young Women's Christian Association and is meeting certain standards which are found elsewhere in this book, is listed with the Girl Reserve Department at national headquarters, as a registered Girl Reserve club.

High school Girl Reserve clubs and Girl Reserve clubs in boarding schools, in addition to being registered Girl Reserve clubs, may qualify for membership

in the World's Student Christian Federation by meeting certain definite standards. These standards will be such that those clubs which measure up to them will be doing, in a real sense, student work of a type which parallels in depth of purpose and reach of interest the work of the Young Women's Christian Associations in colleges.

These standards are, at the date of the publication of this Handbook, still in the process of formulating, but will be ready by the fall of 1922. A copy of the standards will be available for each Girl Reserve club in September, 1922, and extra copies may be secured after that date by writing to the Girl Reserve Department, 600 Lexington Avenue, New York City.

THE ORGANIZATION OF A GIRL RESERVE CLUB IN HIGH SCHOOL OR BOARDING SCHOOL

Officers (elected by the membership of the club):

President;

Vice-President (serves as chairman of membership committee);

Secretary;

Treasurer.

OUTLINE OF CABINET AND COMMITTEE WORK

The officers are elected by the members of the club to serve one year, the elections taking place in the spring. The duties of these officers should be the regular duties of such officers and will include the following:

President—presides at all meetings of the club and of the cabinet; is in general touch with all other officers and committee chairmen; is responsible for the general spirit and work of the club.

Vice-President—presides at all club and cabinet meetings in the absence of the president; is chairman of the membership committee.

Secretary—is responsible for keeping the records of the club and for carrying all general correspondence.

Treasurer—is responsible for making the budget with the help of the cabinet, collecting the dues, keeping the books and devising plans for making money for the club.

Membership Committee—(who we are)—is responsible for recruiting new members and having them know the purpose and meaning of the club.

Program Committee—(what we do)—plans the club meetings.

Social Committee—(our good times)—has charge of the get-together times of the club and makes these good times the kind that make for good club spirit.

Service Committee—(how we put into practice our ideas)—plans for the club ways of sharing the life of those who need us in our own town, our country and the world.

Adviser—The responsibility of the advisers shall be to help the club to find the right place in school life and to plan with the girls the whole program of the club.

Other committees may be added if the club thinks necessary, but it is well to remember that a committee must always have a reason for being. Too many committees hinder rather than help.

The chairmen of the committees should be appointed by the president of the club in consultation with the other officers and the club adviser. The members of the committees should be appointed in the same way. Three or more girls form a good working committee. Every chairman should remember that as large a number of girls as possible should be used to carry out this work. In some instances it may seem wise to have committees serve for half the school year, the four chairmen being continued in office, and the rest of the committee rotating.

Elections

Each club should face squarely the question of making the club one in which the *whole membership* thinks and works and not the cabinet alone. Girls as well as leaders have expressed a longing to see organizations among high school and boarding school girls more truly *democratic* and election time is a good time to begin.

The why and wherefore of democracy as practiced in this matter should be thoroughly discussed and clearly outlined so that even the newest girl can understand and act. Then the help of every member is further needed lest even the most ambitious "democratic beginnings become autocratic endings."

The cabinet should study the club constitution and present it to the club as a whole for decision as to method of procedure, time, etc.

1. Election day should be a real "meeting day" with *full attendance*, good program, and enthusiasm.
2. If possible have *two nominees* (at least) for each office.
3. If a *nominating committee* is used, care should be taken that it be a *representative* one, democratically selected, and that it does its work in a *democratic* way.
4. Nominees should be posted at least two weeks before election.
5. Discuss with the whole membership, either at the meeting where elections take place or at some previous meeting, the qualifications of various officers, etc.

6. If the "secret ballot" method is used and all the nominations are made from the floor, members making the nominations may be encouraged, with profit to themselves, to make nomination speeches—in the light of the previous discussion.

SUGGESTIONS TO CABINET MEMBERS FOR DEVELOPING THE GIRL RESERVE PROGRAM

The work of the president

First of all, the president should really care about the Girl Reserve club; care enough so that she will save time to study and work to make the club carry out its purpose in the school and keep it up to a standard worthy of the Young Women's Christian Association. To care about the club enough to choose the responsibility of being president instead of accepting another school office, or to care enough to let something else go, the purpose of the club must have been for her the way into the "best." Unless she has a real sense of friendship with Jesus Christ and cares about the things He cares about, she will find it hard to set a high standard for her club.

The president shall make it her aim to keep her cabinet working together without dissatisfaction or friction. She will do this not by striving to make the girls like her and by securing their loyalty to her, but by being enthusiastic herself; such loyalty will be contagious.

The president shall not do the work of any committee chairman but she shall know about the work of every committee and be able to help with it, if needed. This will take study of material about each kind of work in the Girl Reserve Movement.

The president shall help the other cabinet members train themselves for their work.

The president shall preside at all meetings of the club.

The work of the secretary

The secretary will want to keep such records of the club life that her books, together with the treasurer's book, will give accurate information whenever the new cabinet wants to find out "how they did it last year."

She shall keep the minutes of all cabinet meetings and records of all regular meetings of the club.

She shall keep a copy of the constitution, and each spring, when the club rewrites the purpose, shall send a copy of that new purpose to the Girl Reserve Department, 600 Lexington Avenue, New York City.

She shall keep the monthly reports of committee chairmen.

For this purpose a loose leaf note book should be used. The secretary will hand to each chairman, at the time of the month when the cabinet decides that reports shall be due, a

leaf from the note book. On the following day she collects them. Each report should consist of a statement of the work done in the month just past and a hint of what is planned for the month following.

The secretary shall carry all the correspondence with outside clubs and organizations.

The secretary shall send out notices of all meetings.

Minutes

Minutes mean the record or report of the work of each meeting kept by the secretary of the club. Every motion should be recorded, whether lost or carried. Details of reports are not necessary. Resolutions, if adopted, should be copied in full.

A vote by ballot should be recorded, showing the number of votes on each side. The minutes must not criticise, either favorably or unfavorably. Minutes may be amended.

Minutes should be written on the right-hand page of the book only, leaving the left for corrections or amendments. Paragraph frequently. Leave a two-inch margin.

The form for reporting minutes shall be something like the following:

Example of minutes—

The T and E club met Thursday, September 20, 1915, in the club rooms, with the president in the chair. There were fifteen members present. The minutes of the last meeting were read and approved.

The first business of the meeting was the report of the social service committee. This report, read by the chairman, Miss Adams, gave a short account of the club's service work among the children of the Neighborhood House. Fourteen dolls had been dressed by the club girls and ten girls had helped to entertain the children on a picnic. The report was accepted.

The next business of the meeting was the consideration of ways to raise money for the delegates to a summer conference, for plans have to be made early in the fall of the year. It was moved and seconded that the sale of chocolate bars should be continued, since it was successful in securing funds for the conference this year. After a good deal of discussion, in which many other ways of raising money were mentioned, this motion was carried, and another was made to appoint a committee to investigate the offer made by a well-known magazine of a plan to earn money by taking subscriptions.

There was no other business to come before the club, and the meeting adjourned on motion.

Respectfully submitted,
(signed) secretary.

In some clubs the secretary has kept a scrap book of all club events, with club programs, membership cards, scraps of decorations, original club songs, club purpose, etc., to pass on to next year's cabinet.

The work of the treasurer

It shall be the work of the treasurer to make a budget with the help of the cabinet. A budget is an estimated statement of the probable income and expenditures for the year. It bears the same relation to the money a club raises and spends that a pattern does to a dress. It may have to be trimmed and changed, but it provides a plan by which to work.

Each cabinet member should figure out how much money her committee will need to spend during the year by using the following suggestions as a guide.

Estimated expenditures for committee work

I. Membership work

Cards.....(figure amount for each item)
 Stationery
 Postage
 Material for recognition services
 Poster material

II. Service Work

Local (school)
 Community
 World

III. Social Work

Parties
 Hikes

IV. Miscellaneous

Record books (secretary and treasurer).

V. Other expenditures

The club dues should cover all the expenditures of the club except that of conferences, for which money should be raised by some group effort, and the amounts given to service (both local and world fellowship), for which money may be raised by individual giving or by group effort.

The budget, when completed, with the committee expenditures stated in condensed form, would look like this, each club substituting its own estimated income and expenditures.

Budget

Income	Expenditure
1. Dues.....\$25.00 2. Special Money Making Plans Sales..... 30.00 Plays, etc..... 45.00	1. Club Upkeep.....\$25.00 Membership work Social Program work Miscellaneous Amount to the National Y. W. C. A. 2. Conferences..... 75.00 Midwinter confer- ences Spring conferences Summer conferences 3. Outside Gifts—(ser- vice committee). 100.00 Local service Relief funds (such as Student Friendship Fund) World fellowship Total..... 200.00
3. Individual Giving—for ser- vice “A quarter a week” plan..... 40.00 Tag days, etc.... 60.00 Total.....200.00	

The treasurer shall collect the club dues. It is well to have a stated “pay-up day.” Have the committee see all girls and pin small blue cardboard triangles on the girls as they pay their dues.

Every treasurer shall deposit all money received in a bank, if possible, and pay all bills by checks. No matter how small an amount of money a club may have, it should be handled in a business-like way and the treasurer’s book should show a record of when money

was received, when and for what it was paid out. All bills should be O.K.'d by the cabinet, and a financial report made at each cabinet meeting. This keeps the cabinet informed of the state of the treasury.

It is a good plan to use a small note-book for records of sales, socials, etc. which include many small items. Such items should be transferred to the treasurer's book at least once a month and more frequently if necessary. Names of club members, date, and amount of dues paid may also be entered in such a small note-book and transferred weekly to the treasurer's book as totals.

If money is paid out for which no bill is presented, the treasurer should make an informal voucher, *i. e.*, write on a card or slip of paper something like the following—"Bought at Ten-cent Store, decorations for social—\$1.00 September 25, 1923."

When the bill is paid, this voucher should be so marked and filed with the cancelled checks received from the bank monthly and with the stubs of the club check book.

If it is impossible to deposit the club money in a bank in certain communities, some arrangement may be possible with the business secretary of the Young Women's Christian Association (where there is a town, or city or county Y. W. C. A.) or with the secretary of the girls' work department in such an Association. A club in a boarding school can sometimes deposit money with the school bookkeeper if it cannot be deposited in a bank.

Girl Reserve clubs which are a part of a city, town, or county Young Women's Christian Association will want to include in their budgets a subscription to the budget of the Association of which they are a part and in this way subscribe to the National Young Women's Christian Association, since a proportion of the local budget goes to help support the national Association.

Girl Reserve clubs in communities where there is no organized Young Women's Christian Association will want to help support the national Association. The usual way to do this is to send from 25% to 50% of the membership dues to the Girl Reserve Department, 600 Lexington Avenue, New York City, stating the purpose for which it is intended. All checks should be made out to M. H. Broadwell, treasurer. Money for world fellowship should be sent in the same way to the same address, with a statement that it is for world fellowship.

Also, in ordering books or Girl Reserve supplies from The Womans Press, 600 Lexington Avenue, New York City, make checks payable to M. H. Broadwell, treasurer.

The work of the membership committee

The membership chairman is also vice-president of the club.

A membership committee should be responsible for:

1. Promoting a spirit of friendliness among the girls in school, *i. e.* assisting freshmen to register, or helping girls who enter from other communities to become acquainted with the school and other girls.
2. Inviting and encouraging new girls to join the club. Since it is desired that all new members of the club join because they believe in and wish to support the purpose, it is the responsibility of the entire membership to interpret that purpose by general club discussions as well as by personal conversations.

When a girl signifies her intention of joining the club, she should fill out a membership card which will be filed for permanent reference. Such a card as the following has been used in some high school clubs.

Club Name

Name.....Age....Telephone No.....
Parent's Name.....Address.....
School.....Year of graduation.....
To what high school organizations do you belong?....
.....
What office do you hold?.....
Are you planning to go to college?....Where?.....
If not, what do you plan to do?.....
Are you a member of a church?....What denomination?.....
If not, what church do you attend?.....
Do you attend Sunday school regularly?.....
Is your Sunday school class organized?.....
Do you hold office? Do you belong to a young peoples' society?.....
Date.....

A boarding school Girl Reserve club should adapt this suggested card to meet its needs.

3. Keeping in touch with members and encouraging church and Sunday school attendance.

For instance—

If girls are absent from club meetings, let them know that they are missed. If a girl has dropped out of school, write her a note from the club and help her to come back, if that is possible. Many girls give up the struggle to remain in school because they think no one cares about their progress.

Girls who have graduated will be interested in news of the club and will be glad to send you news. See that a list of the girls going to college and a statement concerning the college each expects to attend is sent to the Girl Reserve Department and the names will be sent the Y. W. C. A. secretary who visits that college or university.

Would such a card as this help to interest the churches in the girls who do not attend regularly?

Girl Reserves

Young Women's Christian Association

.....has become a Girl Reserve at the....
.....Young Women's Christian Association.
She does not attend regularly any church or Sunday school. Her denominational preference is.....
As we are anxious to have all Girl Reserves affiliated with the Church, we hope you may be able to interest her in your work.

Her address is.....Telephone No.....

Signed:.....

4. Providing publicity in connection with the school, the local Association, and other clubs in the community or in various parts of the country.

Use posters, newspaper articles, black-board announcements, etc., to present as attractively as possible the work which the club is doing. Posters may be used to present new ideas to the whole school as well as to the club. See the Manual for Advisers pages 197-203.

Ask the Girl Reserve Department for the names of club presidents to whom you may write, and share regularly with the club any information so gained.

5. Being responsible for seeing that all girls either serve on committee or help in some activity or program.
6. Conducting the Recognition Service which marks formal membership in the club.

Be particular that the details of this service are so cared for that the whole creates an atmosphere of beauty and dignity. The service is in this Handbook.

It is a good plan to have simple, inexpensive but attractive cards, on which is printed the club purpose, to give to members either at this service or at some previous time.

The work of the social committee

1. The social committee shall be responsible for the good times of the club, which should

include indoor and outdoor activities. (See Manual for Advisers, pages 361-373).

It is a good thing to have some special plans for every club meeting even though it is a meeting mainly for service or discussion. "Eats" are not necessary for a good time if something really entertaining has been planned. The social events of the year serve to accustom us to various social forms such as teas, banquets, receptions, as well as to give us a good time.

2. It shall interpret to the club and to all the school, principles of courtesy and friendliness and help to set standards for all kinds of recreation. (See Manual for Advisers, pages 783-785-786.)

Certain girls should act as hostesses at each club meeting. A sub-committee of the social committee may be known as the committee on standards. Such a sub-committee would censor plans for any social event of the club given either for social purposes or for the purpose of raising money. Censorship of this kind should be constructive rather than critical. Its purpose would be to have all social affairs democratic rather than give a few girls opportunity to stand out; to make sure the girls are not overtaxed financially, or left out because they cannot afford it; to see that all stunts are free from crudity and coarseness, and to try to make each social affair an expression of friendliness of spirit and beauty of imagination.

This sub-committee would also devise ways of helping girls to find the easy, courteous and gracious ways of doing things, so that they may be at home in the correct forms of social usage.

Suggestions: Dramatizations of introductions, travel, etiquette, etc. (See Manual for Advisers, pages 745-747.)

3. Membership on a social committee should serve as a training for recreation leaders.

The work of the service committee

The service committee ought to be called the committee on "the joy of sharing." It is through this committee that the Girl Reserves share their ideals with the community and extend their fellowship around the world. A club without service work would be like a body without hands and feet.

In planning the service work of the program, the committee shall cooperate closely with the social and membership committees. Care should be exercised to have as many club members as possible take some share

in all committee work. This may be done in several ways:

1. By having sub-committees of the service committee.
2. By changing the personnel of these sub-committees at the close of the first semester. (It is taken for granted that the chairmen are retained.)
3. By providing some service work which will appeal to the club as a club, and some which will appeal to certain members as individuals, to be done in addition to that which is done by the club as a group. (See service suggestions in section IV, chapter 2 on "Content and Method," pages 169-187, Manual for Advisers.)

Suggested types of service work are:

1. In school
 - (1). Supervision of the library.
 - (2). Raising money for books, periodicals, etc.
 - (3). Supplying flowers for the auditorium on special occasions.
 - (4). Maintaining a rest room.
 - (5). Sending notes and flowers to girls who have long illnesses.
2. In the community
 - (1). Beautifying bill board sites.
 - (2). Putting on a "program" at a children's or old peoples' home.
 - (3). Singing carols on Christmas Eve.
 - (4). Providing flowers for Mothers' Day.
 - (5). Helping to manage a playground in summer.

To avoid duplicating the work of some one else, the Charity Organization Society or some other social agency should be consulted before community service is undertaken.

3. World service or world fellowship
 - (1). Helping in the support of a secretary for work with school girls in other lands.
 - (2). Preparing scrap books illustrative of Girl Reserve work to be sent to girls' clubs in other countries.
 - (3). Preparing a box containing all material necessary for giving a party—*i. e.*, decorations, chocolate, favors—to be sent to clubs in other lands.

All Girl Reserves are especially interested in getting better acquainted with Indian girls. Boxes at Christmas time and letters and gifts during the year to the girls who live on the Indian reservations and in the

Indian schools are splendid ways to come to know these girls better. Word is sent every year to Girl Reserves about this form of fellowship, so every service committee should take it into consideration as it plans the year's work.

There is Girl Reserve work or some kind of work for school girls in the following countries: (If a club wants to correspond with girls in any of these countries, send letters or scrap books, or just kodak pictures to the Girl Reserve Department, 600 Lexington Avenue, New York City, stating to which country the letter or articles are to go and the international Girl Reserve post office at headquarters will see that the letter is sent on its way and given the proper address.)

Called	
Roumania	Girl Reserves
Esthonia	Girl Reserves
Portugal	Girl Reserves
Japan	Girl Reserves
China	Pioneers
India	Girl Guides
Honolulu	Girl Reserves
Canal Zone	Girl Reserves
South America	Jovens do Triangulo Azul A. C. F.

See "Content and Method," typical of a high school program, page 169, and chapter 16, page 600, section V on "Service Activities," in Manual for Advisers.

The work of the program committee

It is the responsibility of the program committee to plan the work of the club for several months ahead in a way which they think will best carry out the club purpose, and then consult the cabinet for approval of the plan. Each chairman, with her committee, is then responsible for carrying out her part of the plan, the program committee not being responsible for the execution of the plans which logically call for the work of other committees.

In addition to making general plans for the club, the program committee shall be directly responsible for those meetings which are not part of the work of a social, membership, or service committee.

High school clubs usually find it best to have two meetings each month, and to have fairly long meetings which combine the work of the program committee and another committee. For instance, a meeting in which the work of the Young Women's Christian Association in Europe is presented might have combined with it the actual preparation of a box to send to the girls of Czecho-Slovakia (see service section). The program committee would be responsible for the first part of the meeting and the service committee for the second.

Another meeting might be a discussion on a girl's standard of courtesy, and be followed by a stunt, "When I go Travelling," (found in the Manual for Advisers). The program committee and the social

committee would co-operate on this meeting, the program committee being responsible for the discussion, the social for the "stunt."

Girl Reserves in boarding schools will often desire to have one meeting each week, but a shorter meeting. These clubs are advised to have two meetings each month which are distinctly inspirational in character, and two on the alternate weeks, which emphasize thrift, health, citizenship, social and character standards; using discussions, debates, dramatics, etc., in carrying them out. (See Manual for Advisers, Sections V and VII.)

The club may choose to emphasize world fellowship. The Manual for Advisers, pages 124-126, describes a plan for a series of world fellowship meetings which may cover six weeks to three months. The entire club should work together on such a plan but each committee should be assigned responsibility for those phases of it most nearly related to its work.

Each plan for club meetings should be tested by a club in the following ways:

1. Does it provide for an inspirational opening which unifies the group in some way and prepares it for the major part of the meeting.
2. Does the major part of the meeting do one or more of the following:
 - (1). Bring to the members new knowledge.
 - (2). Develop a skill which can be used another time.
 - (3). Lead to the foundation of definite habits of work or thinking.
 - (4). Develop Christian standards which will be expressed through action.
3. Does the meeting end in some way that leaves a sense of fellowship with all members?

(This may be done by singing a club song or hymn, by a club benediction, or by any means which a program committee thinks suitable to the nature of the meeting.)

The program committee will also have charge of the planning for study classes, such as Bible study, mission study, current events, nature study, story telling, handicraft work and other social studies. These meetings should not take the place of the regular club meetings and in many instances it has seemed advisable not to have them before or after the regular meeting but on another day. The program committee should also plan for vesper services three or four times during the year, cooperating with the religious education department of the city, town or county Associations where the club is a part of such an organized Association.

The program committee should be careful to see that the "atmosphere" of the place in which the meeting is held is the right one. A few flowers, chairs placed in a circle instead of a straight row, provision of

suitable music, often determine the success or failure of a program.

In planning a year's program or a program for several months in advance, a program committee will find it helpful to take into consideration special seasons and events, such as:

Conference reports	Day of Prayer for Students,
Recognition service	February 27.
Thanksgiving	Installation of officers
World's Week of	Easter
Prayer in November	Mothers' Day
Christmas	Grace Dodge Day, May 21
	Senior Farewell

Advisers

Every high school or boarding school Girl Reserve club shall have either a teacher or a woman who lives in the community as an adviser for each committee. It is well to have at least one—if possible, two of these four advisers—a person who lives in the community. An adviser shall meet regularly with her committee group, thinking with them as to the best way to plan work. However, the *committee chairman*, not the adviser, is responsible for success or failure. At general meetings of the club, all four advisers should be present. The adviser of the program committee is responsible for helping the president plan cabinet meetings and is an *ex-officio* member of the cabinet.

In a club which is in a community that has not a city, town or county Young Women's Christian Association, the advisers to the committees shall serve together as an advisory committee to the club.

The work of the cabinet as a whole

The four club officers, the committee chairmen, one committee adviser (usually program), with the girls' work secretary if the club is part of a city, town or county Young Women's Christian Association, form the executive group for the club, and are known as the cabinet.

To this group shall be brought by all committee chairmen the plans for the coming month or months. These plans shall be discussed by all members of the cabinet or council in the light of the entire work of the club.

Final decisions in all important matters rest with the club as a whole, therefore recommendations coming from the committees (small working groups of the membership) or from the membership at large, after careful consideration by the cabinet, shall be presented to the club for vote at a regular business meeting. Certain minor questions may be referred by the club to the cabinet for decision. Thus a cabinet rightly becomes the place in which all work of the club is "cleared," preventing the overlapping of committee work and making possible a well balanced program.

Besides being the place in which work is cleared, a cabinet should be a group in which inspiration for real Christian fellowship is to be found. In the finest sense of the word, it is an *intimate* group, which feels its responsibility to the entire club for intensive thinking along certain lines which the club has asked it to think.

The Story of an Ideal Cabinet.

(Written by a girl who was a member of the ideal cabinet)

Cabinet girls are to stand together for a great purpose. To stand together, not each alone, is to make almost anything possible, and without it your club will be a failure. *There was an ideal cabinet once*, made up of the most different kinds of girls. They did not all act alike, nor did each of them approve entirely of all the customs, habits and manners of every other member, but they did stand together for their purpose. Each girl in the group knew that she could count on every other cabinet girl for anything where the club was concerned. They were discouraged occasionally, but not nearly so often as they would have been without this "together" feeling, and results did come. Because they were so interested, the little things were easy, like being on time to cabinet and committee meetings, and keeping reports up to date.

And the time given to the inspirational part of the cabinet meetings—that gave them their balance and their energy to go on: it kept the purpose in their minds, and set a standard by which they could measure their results. It was the center of their cabinet hour. Is it yours?

Cabinet standards and cabinet policy

Very often cabinets draw up a policy which states what they want to mean to their school, their community and to their sisters all around the world, states it rather definitely but briefly in terms of the work they have planned for the year. Then they draw up standards of personal living to which they wish to hold in order that they may carry out the purpose and policy of their club.

Committee chairmen, together with their committee members, may draw up a policy for the committee, stating what it hopes to accomplish during the year.

Cabinet meetings

Suggested order of cabinet meeting

1. Devotional opening (cabinet members may take turns at conducting this service). A custom much in favor is for all cabinet girls to use the same book for daily reading, one such as *The Girls' Year Book*, which may be ordered from The Womans Press, 600 Lexington Avenue, New York City, price 75c.* On cabinet meeting days the passage for the day may be read, followed by discussion of the readings which have come between cabinet meetings.)

Other suggestions for the opening are:

- (1) The story of the writing of some favorite hymn and the singing of this hymn.

*Prices are subject to change without notice. Send orders early enough to allow for notification before shipment if remittance is not sufficient.

- (2) The telling of a lovely story, either from the Bible or from some other source.
- (3) The reading of one or more poems.
- (4) Careful reading of chosen scripture.
- (5) The use of a club prayer, which may be written by some member and adopted by the club as its prayer to be used whenever desired but not to take the place of prayers which might be offered voluntarily.

2. Reading of minutes of last meeting.
3. Old business: oral reports of committees (written reports once a month).
4. New business:
 - (1) The president or secretary presents letters and other material which have come from headquarters.
 - (2) Presentation of plans for future work.
5. Closing prayer.

Further suggestions for cabinet meeting plans are to be found in the Manual for Advisers, page 189.

Committee meetings

Suggested order of committee meeting:

1. Devotional opening—led by members of the committee in turn.
2. Report by committee members of work which they have done, if work had been assigned them.
3. Report by chairman of the general plans of the club (bringing to the committee the things discussed in cabinet meetings for the month past, and plans for the future).
4. Plans for future committee work: reading of new material which bears on this particular committee and discussion of whether or not it is suitable for use.

Schedule of cabinet and committee meetings

For Girl Reserve high school clubs in communities where there is an organized Young Women's Christian Association with a girls' work secretary, it is suggested that the cabinet meet once a month. High school clubs in communities where there is no city, town or county Association may want to have two cabinet meetings a month. For Girl Reserves in boarding schools it is suggested that cabinet meetings be held twice each month, at a stated hour. At least forty-five minutes should be allowed for cabinet meeting and, if possible, an hour.

Committee meetings should be held once each month (plus called meetings when needed). The meetings of all committees might be held simultaneously, at the cabinet meeting hour, in one of the alternate weeks of each month.

The adviser of each committee is *ex-officio* a member of her committee, and the adviser of the program committee is *ex-officio* a member of the cabinet.

Setting-up conference

It is well for the cabinet, committee members and advisers to meet for a "setting-up conference" the week end before school begins in the fall. A camp site is an excellent place for such a conference to be held because it affords opportunity for fellowship and is usually far enough from town to avoid interruption.

The conference might open Friday evening with a good time "get together," followed by an inspirational talk on "What it means to be a cabinet or committee member" given by one of the advisers.

The Saturday sessions should be opened with devotions by the president, followed by a talk by the president, on "Our Outlook for One Year."

The committees may separate for discussion and set-up of plans for the year. (It is well for each chairman to prepare previously—in consultation with her adviser—a questionnaire concerning her committee aims and plans).

At the afternoon session, reports from each committee are read and acted upon and meetings and plans blocked out for the year.

A setting-up conference should accomplish three things:

Establish a feeling of real friendliness among cabinet and committee members.

Set a goal toward which the club should strive.

Block out a plan for the year's program.

CLUB STANDARDS FOR EVERY CLUB TO REACH

- I. A purpose written by the girls of the club which includes the ideals and purposes of the National Young Women's Christian Association.
- II. A cabinet which shall include at least four officers—president, vice-president, secretary, and treasurer—and the chairmen of four standing committees—program, membership, social and service.
- III. Regular meetings of the cabinet and all the committees.
- IV. A constitution, to be drawn up by each individual club to fit the local needs of that club.
- V. An annual report made to the city, town, or county Association of which the high school club is a part. In the case of high school or boarding school clubs where there is no city, town or county Young Women's Christian Association, this report should be sent to the National Executive of Girl Reserve Work, 600 Lexington Avenue, New York City.

- VI. Reports made regularly every month by committee chairmen to the cabinet.
- VII. A program which shall be fourfold in its emphasis (physical, mental, social, spiritual) and which shall be planned for at least one semester in advance and, if possible, one whole school year in advance.
- IX. Representatives sent to summer and winter conferences.
- X. The use of an installation service for officers and a recognition service for new members, based upon similar services which have been approved by the Girl Reserve Department.
- XI. The use of the budget plan in caring for the club's income and a presentation once a year of the way the budget for the National Young Women's Christian Association is planned and carried out.
- XII. The observance of the world fellowship interests of the Young Women's Christian Association sometime during the year, through club programs.
- XIII. Every girl in the club given an opportunity to take some active part on either a program or a committee during the year.
- XIV. A membership open to any girl of the school who will accept and try to live up to the purpose of the club.
- XV. A share, either through membership or through some contribution, in the financial responsibilities of the local and National Young Women's Christian Association of which the club is a part.

A report stating how many of these standards a club has achieved should be sent to the Girl Reserve Department, 600 Lexington Avenue, New York City, in May of each year.

Section III

CLUB CEREMONIALS

Every club should hold a recognition service for its new members twice a year, in the fall and at the beginning of the second semester. The Senior Farewell may be given at the last meeting of the school year.

THE CIRCLE OF LIGHT

A recognition service for high school Girl Reserves.

President, standing, with chief adviser and girls' work secretary at her left and right, respectively. Cabinet seated in semi-circle at either side. In large semi-circle, facing the president, are seated all the members of the club, at a convenient space away from the committee chairmen. A tall white candle in a glass candlestick stands on a pedestal at the side of the president. A sufficient number of medium-sized white candles in glass candle-sticks are placed on the floor in front of the members and officers to form a circle of light.

President (Keeper of the Light): Members of the Girl Reserve Circle of Light, you know well the commission to bear high your candles of light, that other pilgrims along the Highway may see and become Seekers of the Light. The Herald of the Light has heeded well the commission and now comes before you with her message.

Membership Chairman (Herald of the Light, bearing the candle which was in front of her and standing before the president): Most worthy Keeper of the Light, I heard your commission to go in search of lonely pilgrims and I gathered my fellow heralders for the task. When we lifted our eyes we saw afar off a group of wayfarers just beginning the journey on the Highway. They carried unlighted candles and held them low. We told them of our Circle of Light and gave each one a Blue Triangle as a base for her candle, knowing full well that one who places her candle upon the Blue Triangle may lift it high that all may see. I now present these wayfarers to you as Seekers of the Light.
(*Reads names of new members*)

President (to circle): What will you do with these Seekers of the Light?

One of the circle: Keeper of the Light, I move that we accept these pilgrims as members of the Circle of Light of our club.

(*A second by another member of the circle.*)

President (after putting the motion, which is carried, turning to membership chairman): Bring forward the

Seekers of the Light that they may touch their candles to the flame of the Association Spirit.

(Membership chairman brings in new members from outside, each carrying small white candles on blue triangles. They come from the back by twos, enter the circle and take their position in front, facing the president.)

Processional: Hymn of the Lights.

President: Pilgrims on the Highway, you have seen the beacon light and have brought your darkened candles to be lighted at its flame. The flame is the Young Women's Christian Association Spirit. Its warmth means friendship; its brightness, honor; its steady glow, purpose; and its radiance, faith. Those who light their candles at its flame strive never to let the warmth of friendship become chilled, the brightness of honor dulled, the steady glow of purpose flicker, or the radiance of faith dim. Are you ready so to light your candles? If so, lift them high.

(Assent from new members by lifting candles.)

President: Herald of the Light, lead forward the pilgrims, that they may take of the flame and so become members of the Circle of Light." *(The herald leads them past the president, where the small candles are lighted and the pilgrims take their place in a circle, within the Circle of Light, while the old members sing):*

Tune—"Keep the Home Fires Burning:"

"With your candles burning

May your hearts be yearning

For the friendship, purpose, faith, and honor bright:

Keep our circle growing

And your candles glowing,

Shedding radiance everywhere from your
flames of light."

President *(to new members)*: You are now within the Circle of Light, placed within that we may foster you and cherish you through this year until, as your candles grow through interest, you may take your place in the large outer circle and in turn welcome other wayfarers upon the Highway into the place which you now have in our Girl Reserve club.

President *(to all)*: Will all members of the Circle of Light repeat together the purpose of the high school club?

Circle of Light *(in unison)*: The purpose of the Girl Reserve club is *(insert here the club purpose)*.

As a Girl Reserve, I will strive to be:

Gracious in manner

Impartial in judgment

Ready for service

Loyal to friends

The Recognition Service and Senior Farewell were written for the girls' high school clubs by Mrs. Lillian Short Morse.

INSTALLATION SERVICE FOR CABINET MEMBERS

The chairs are arranged in a circle, with table at one side: members of the new cabinet are seated on one side, and members of the old cabinet on the other. Place lighted candles on the table in the form of a triangle. Provide each cabinet member with a candle.

I. Processional: "Hymn of the Lights."

During the first verse, the retiring president lights the candle of the vice-president, who in turn lights the candle of the secretary, and so on until all candles held by old cabinet members are burning.

II. Scripture reading: Philippians 4: 4-8.

III. Prayer of Thanksgiving (*by a member of the retiring cabinet or council*).

IV. Installation (*conducted by the secretary or committee chairman or club adviser*):

Because there are thoughts in a girl's mind deeper than laughter, because there are hidden yearnings in a girl's heart, because there is a thirst in a girl's soul to know God and his goodness, the high school (or boarding school) club of Girl Reserves has been organized. With you, the new officers, rests the honor and the responsibility of leadership in "whatsoever things are true, whatsoever things are lovely, whatsoever things are of good report." Will you in your hearts pray with me the Psalmist's prayer, "Let the words of my mouth and the meditations of my heart be acceptable in thy sight, O Lord, my strength and my Redeemer."

As a representative of the Young Women's Christian Association, it is with gladness in my heart that I turn over to you the responsibility of this club. There may be much of hardship, but there is much also of deep, pure joy. The lighted candles which we hold symbolize the radiance with which our lives must shine before other girls. We would remember that our lives will be radiant only in so far as they reflect the perfect light of the life of Jesus Christ. As we have lighted the candles of our lives at the altar of our faith in God, so we have passed the radiance on to each other in true friendship and love. As I give to you the symbols of your offices I will light your candles, believing that you in turn will shed the pure, white light into the hearts and lives of all whom you may meet. Keep the light burning and steady, know-

ing that if your human strength fails there remains ever the divine light of our Father.

V. Speech of retiring president.

(Each officer speaks in her turn, lights the candle of her successor and then exchanges seats with her.)

VI. Retiring vice-president *(giving list of membership to new vice-president)*: To you as vice-president falls the privilege of working out the democratic ideals of the Girl Reserves, for as chairman of the membership committee you will foster the spirit of friendliness in the club, help to make.....high school stand for democracy, and show by your example that "love never faileth." It is my pleasure to give to you the list of our membership, trusting that under your leadership it may be extended and our purpose more fully realized.

VII. Secretary *(giving over secretary's book)*: To you, my successor, I give this book, the minutes and reports of our club. Keep them safely, that our records may always remain unbroken. The keeper of records has ever been held in high esteem. Be worthy of the trust that has been placed in you.

VIII. Treasurer *(giving over treasurer's book and money)*: The keeper of the treasury cares for something more precious than gold—the faith of friends. To you, my successor, I entrust the funds of our club, with a statement of our finances and responsibilities. Guard them safely, that they may be spent in the service which we would render. Make the girls of.....high school club realize the joy of cheerful giving, not only of money but of themselves.

IX. Service chairman *(giving the blue star, which is an emblem of service)*: To you, as chairman of the service committee, giving you this emblem of service, I would commend the words of Jesus Christ: "Let him that would be great among you be the servant of all." By your influence may you teach other girls of our school the joy of service; may they be brought to realize as never before the blessedness of living for others.

X. Social chairman *(giving flowers)*: To you, as chairman of the social committee, I give the joy and the responsibility of providing for the girls of..... wholesome, attractive good times. May you never let the.....
.....high school Girl Reserve club lack an

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X. Social chairman *(giving flowers)*: To you, as chairman of the social committee, I give the joy and the responsibility of providing for the girls of..... wholesome, attractive good times. May you never let the..... high school Girl Reserve club lack an

outlet for a happy, enthusiastic spirit, and may the good times which you plan make all the girls of better friends and truer comrades.

XI. Program chairman (*giving Bible or a loose leaf notebook full of program suggestions collected by former committee members*): There is no more responsible place than yours. To stir the imagination, to stimulate the mind, to rouse the will, to stir the heart are no small tasks. These are yours in the planning of programs. Understanding that your experience will measure the reality of your programs, live truly that you may plan wisely. I am giving you this book as a symbol of your office.

XII. Speech of incoming president.

XIII. Charge to new officers, closing with the purpose of club repeated by all.

XIV. Prayer of Consecration, by the adviser or girls' work secretary.

Suggested Prayer of Consecration

(*In unison*)

Fit us for our work, lest we fail Thee. We lean on Thee, Thou great giver of life, and pray for physical vigor and quiet strength. We call to Thee, Thou fountain of light, to flood our minds with thy radiance and to make all things clear and simple. We submit our inmost desires to thy holy will, and beseech Thee to make thy law sweet to our willing hearts.

Walter Rauschenbusch.

Section IV

SONGS AND HYMNS

The following songs and hymns are a few of the many known by Girl Reserves. A good high school club is a "singing club."

Tune: "Micky."

Girl Reserves, Girl Reserves,
With your banner of wondrous hue,
With your working and no shirking,
There's a lot of happiness,
Lots of loyalty, too.
Good times in the summer and in the winter,
too.
Girl Reserves, loyal Girl Reserves,
Can you blame anyone for wanting
To meet with you?

Tune: "Smiles"

There are girls in California,
There are girls in China, too,
There are girls in far away Australia,
Who are wearing this triangle blue.
Girls of France, and even girls of India,
O'er the whole wide world where e'er you stray,
Girls are wearing this same blue triangle,
Of the Y. W. C. A.

Tune: "Around Her Neck She Wears a Yellow Ribbon."

(*Key of D*)

Upon her arm she wears a blue triangle,
She wears it in winter and in the summer, so they
say,
And if you ask the reason why she does it,
She'll tell you she's a member of the Girl Reserves
Girl Reserves—Girl Reserves!
So give her all the credit she deserves,
For on her arm she wears a blue triangle,
Because she is a member of the Girl Reserves.

Tune: Vassar Marching Song (1915)

Across the hills and plains from sea to sea,
O Girl Reserves, to thee we bring the faith
Of student club girls, strong and loyal;
Eager in serving others day by day:
Pledged to laugh and live and lift,
And keep thy vision true
Along life's way.

And when the months have passed
And we're far away,
O Girl Reserves, the thought of thee
Will bring us near in spirit to each other;
Challenging to further effort through each day,
Spurring on to do and dare,
And keep thy vision true
Along life's way.

Tune: "Roamin' in the Gloamin' "

Roamin' in the gloamin',
All going to the "Y,"
Roamin' in the gloamin',
Now do you ask me why?
There'll be joy and friends and fun,
Every time that you may come,
Won't you come and join us at the "Y"?

Tune: "Nut Brown Maiden"

In true fellowship, our hearts we bring, our hands
we bring,
In true fellowship our hearts and hands we bring,
We pledge our love, our loyalty,
Our strength, our joy, our service free.
Girl Reserves, our hearts we bring, our hands we
bring,
Girl Reserves, our hearts and hands we bring.

Tune: "Baby's Boat's the Silver Moon"

Conference is the place to go
To make the friendships rare,
Jolly times and laughter chimes
And girls from everywhere.
Glad, oh, be glad!
And sadly go away,
Only don't forget to come
Back another day.

See also Girl Reserve Song, page 545, Manual for
Advisers.

HYMN OF THE LIGHTS

Father of lights, in whom there is no shadow,
Giver of every good and perfect gift;
With one accord we seek thy holy presence,
Gladly our hearts to Thee in praise we lift.
Glad for the cause that binds our lives together,
Through Thee united, worshipping as one;
Glad for the crowning gift that Thou hast given,
Sending to lift the world thine only Son.

Light of the world, through whom we know the
Father!

Pour out upon us thine abiding love,
That we may know its depth and height and
splendor,

That heav'n may come to earth from heav'n
above.

Thou art the Christ! To Thee we own allegiance

May our devotion sweep from sea to sea,

Even as we, the gift from Thee receiving,

Joyfully minister that gift for Thee.

O BEAUTIFUL FOR SPACIOUS SKIES.

O beautiful for spacious skies,

For amber waves of grain,

For purple mountain majesties

Above the fruited plain.

America! America!

God shed his grace on thee

And crown thy good with brotherhood

From sea to shining sea.

O beautiful for pilgrim feet

Whose stern, impassioned stress

A thoroughfare for freedom beat

Across the wilderness.

America! America!

God mend thine every flaw,

Confirm thy soul in self-control,

Thy liberty in law.

O beautiful for heroes proved

In liberating strife,

Who more than self their country loved,

And mercy more than life

America! America!

May God thy gold refine,

Till all success be nobleness,

And every gain divine.

O beautiful for patriot dream

That sees beyond the years

Thine alabaster cities gleam

Undimmed by human tears.

America! America!

God shed his grace on thee

And crown thy good with brotherhood

From sea to shining sea.

LEAD ON O KING ETERNAL

Lead on, O King Eternal,
The day of march has come,
Henceforth in fields of conquest
Thy tents shall be our home;
Through days of preparation
Thy grace has made us strong,
And now, O King Eternal,
We lift our battle song.

Lead on, O King Eternal,
Till sin's fierce war shall cease
And holiness shall whisper
The sweet amen of peace;
For not with swords' loud clashing
Nor roll of stirring drums,
But deeds of love and mercy
Thy heavenly kingdom comes.

Lead on, O King Eternal,
We follow not with fears,
For gladness breaks like morning
Wher'er thy face appears;
Thy cross is lifted o'er us,
We journey in its light,
The crown awaits the conquest;
Lead on, O God of Might.

LIGHT OF THE WORLD, WE HAIL THEE

Light of the world, we hail thee,
Flushing the eastern skies,
Ne'er shall darkness veil thee
Again from human eyes;
Too long, alas! withholden,
Now spread from shore to shore,
Thy light, so glad and golden,
Shall set on earth no more.

Light of the world, thy beauty
Steals into every heart,
And glorifies with duty
Life's poorest, humblest part;
Thou robest in thy splendor
The simple ways of men,
And helpest them to render
Light back to thee again.

Light of the world, before thee
Our spirits prostrate fall;
We worship, we adore thee,
Thou light, the life of all;
With thee is no forgetting
Of all thine hand hath made;
Thy rising hath no setting,
Thy sunshine hath no shade.

Light of the world, illumine
This darkened land of thine,
Till everything that's human
Be filled with what's divine;
Till every tongue and nation,
From sin's dominion free,
Rise in the new creation
Which springs from love and thee.

PEACE I LEAVE WITH YOU

Peace I leave with you,
My peace I give unto you.
Not as the world giveth,
Give I unto you.
Let not your heart be troubled,
Neither let it be afraid.
Peace I leave with you,
My peace I give unto you.

TAPS

Day is done,
Gone the sun
From the hills,
From the woods,
From the sky.
All is well.
Safely rest.
God is nigh.

The music for these hymns may be found in *Fellowship Hymns* and *Association Music*, which may be ordered from The Womans Press, 600 Lexington Avenue, New York City.

Section V

UNIFORM AND INSIGNIA

The Girl Reserve uniform is both attractive and distinctive, with Girl Reserve insignia on middy, tie and armband.

GIRL RESERVE UNIFORM

Middy—Plain, all white, regulation middy (long sleeves, white collar and cuffs) with insignia on the left sleeve.

Skirt —Pleated skirt,
white, wash material (summer)
navy blue serge (winter)

Tie —Sailor's square or triangular, in copenhagen blue, tied in true sailor's knot.

Hat —Small round "middy hat" of white duck (any plain white washable sport hat may be used).

Regulation uniform with insignia may be obtained from the following firms. The merchandise offered by these firms has been found satisfactory in workmanship and material and of such style as can be endorsed for Girl Reserve uniform and simple dress.

Write direct for folders giving style and price.

Morris & Company, Eutaw & Franklin Streets,
Baltimore, Md. (Paul Jones Garments).

The "two in one" white middy with insignia on left sleeve; a pleated, blue serge skirt with detachable underwaist; serge or wash bloomers, copenhagen blue messaline tie.

Lombard Middy Blouse Company, 34-40 Columbus Avenue, Boston, Mass.

Plain white regulation middy, with insignia; pleated skirt; tie of twilled silk, four cord border.

Stepinette Garment Corporation—18 West 34th Street, New York City (Formerly, Borger Style Service)

Regulation middy

Stepinette dress—consisting of blouse, skirt and bloomers in one piece, in navy or copenhagen blue.

Chas. H. Dudley, Inc., Hanover, New Hampshire.
Regulation middy—middy blouse with short sleeves, blue chambray collar and cuffs (suitable for camp and sports wear).

GIRL RESERVE INSIGNIA*

Pin—Small silver pin, insignia in blue enamel, safety clasp, 35c each. To be worn by all Girl Reserves and advisers. Order from The Womans Press, 600 Lexington, Ave., New York City.

Ring—Silver ring with insignia on disk. Awarded by the Girl Reserve Department of the Young Women's Christian Association, to any high school girl meeting the requirements for winning the ring.

Armband—Felt band in blue, four inches wide, with insignia in blue on white mat. For use on special occasions, such as banquets, conferences, etc., \$2.50 per dozen. Order from Annin & Company, 99 Fulton Street, New York City.

GIRL RESERVE NOTE BOOKS

Order from The Womans Press, 600 Lexington Ave., New York City.

Canvas binders in slate color, with insignia.

8½ in.x11 in. (letter size) price \$1.80

6¾ in.x3¾ in. (pocket size) " 1.00

Fiber cover in blue, with insignia

6¾ in.x3¾ in. (pocket size) price .15

GIRL RESERVE FLAGS

Order from Annin & Co., 99 Fulton St., New York City.

Girl Reserve flag—

White wool bunting, insignia in center.

Christian flag

White wool bunting, field of blue with red cross in corner.

American flag (same size and style).

Size	U. S. Flag	Christian Flag	Girl Reserve Flag
2x3 ft.	\$1.36	\$1.50	\$1.90
3x5 ft.	2.30	2.50	3.15

Ask for special information about larger sizes.

GIRL RESERVE RINGS FOR HIGH SCHOOL GIRLS

The ring is the highest honor that can be won by a Girl Reserve.

She regards the triangle as a symbol of the fullness of life which she may find through right relationship to people when she tries to live as a Christian of her age should live. She tries to advance in her thoughts and action along the three kinds of development suggested by the three sides of the triangle: health, knowledge, and spirit. A girl who wears the Girl Reserve ring wishes to feel that she has attained, to a certain degree, the ideals of health and knowledge and spirit which are fundamental to Christian citizenship. National requirements for winning the ring will be available, on a separate sheet to fit this Handbook, in October, 1922.

*All prices in this Handbook are subject to change without notice. Place orders early enough to allow for notification before shipment if remittance is not sufficient.

Section VI

EVERY DAY INTEREST OF THE INDIVIDUAL GIRL RESERVE

Note: These "interests" may well be included in a well balanced program of a high school or boarding school club as well as in the daily life of an individual Girl Reserve.

Further material about them is to be found in the Manual for Advisers, sections V and VII.

Health

Three Girl Reserve health habits have to do with

Food

Feet

Fun

Food:

"What we eat makes us what we are." The following fundamentals of a diet are for Girl Reserves to think about and act upon:

1. 2500 food calories should be eaten every twenty four hours. A calory is a heat unit and a food value unit; it is that amount of heat necessary to raise one pound of water four degrees Fahrenheit. It is not heat, not food, simply a unit of measure. It is a word which should be used as frequently or more frequently than are the words foot, yard, quart, gallon, as measures of length and of liquids.

Lulu Hunt Peters, A.B., M.D.

2. It is important to see that a variety of food products is consumed; meat once a day or a protein equivalent, such as eggs. Green, leafy vegetables should be eaten twice daily, and fruit, raw or stewed, should be included in the menu once a day at least.
3. Certain foods known as protective foods are necessary.
 - (1.) Milk and dairy products; every girl should try to drink at least one glass of whole milk once a day.
 - (2.) Leafy vegetables.
 - (3.) Foods made from whole grains, such as whole wheat bread and available cereals.
 - (4.) Eggs.
4. Foods for bulk and roughage, such as root vegetables, bran, raw fruits, including their skins.
5. Food should be well cooked, flavored and served so that it is appetizing.

6. Every girl should be careful not to choose two starchy foods at one time.
7. It is important that every girl should have an opportunity to drink at least eight glasses of water every day.

Sleep and food, rest and relaxation have much to do with each other. Nine hours of sleep for every Girl Reserve every night!

Feet: Does a girl buy shoes to fit someone's eyes or her feet?

What is the shape of a baby's foot?

What is the shape of a high school girl's foot?

What kind of a shoe does she wear?

Does it have a flat heel?

Does it have a straight inner line?

Does it have plenty of room for her toes?

Does it have a flexible shank?

Is it low cut, to allow freedom of circulation?

A list of shoes which meet these requirements may be obtained from the Girl Reserve Department, 600 Lexington Avenue, New York City. For further suggestions regarding care of and dressing of the feet, see the Manual for Advisers, section V, chapter 2, page 326 ff.

Fun: She who would have the greatest fun

Must limber be and always ready to run!

To look one's best, to be efficient, and to be fit are triplets, with fitness as the greatest of the three. Looking one's best and being able to do things well depend so completely on fitness of health that it goes almost without saying that the last is the source and beginning of the other two. Try the exercises given on pages 334-340 in the Manual for Advisers every day for ten minutes, morning and evening, and see what happens.

Christian Citizenship for Girls

I. What is citizenship?

- A. Knowing about things that will make the members of a community safe and happy. Long experience has shown how advisable it is for society to adopt certain rules and regulations. It is sensible for every Girl Reserve to know as much as possible about the government of her own community, state, and nation, so that she will be able to judge wisely what her own part in its operation will be.
- B. Knowing something of the early history of our country, the background of principles on which our nation was founded.
- C. Recognizing the share that every individual must take in the upward struggle toward betterment, believing and knowing that personal efforts count.

- D. Preparation, on the part of every girl, to put her ideals and standards into action as soon as she is old enough to vote.

For program material to further a Girl Reserve growth into citizenship, see section V, chapter 8, page 452 of the Manual for Advisers. See also "Social Ideals of the Churches," page 48 of this Handbook under "Suggestions for Resource Material." See also Manual for Advisers, page 182 ff.

Hobbies

A Hobby is an activity which a girl undertakes for the sheer joy of doing it—not because she expects to gain money from it or because "everybody's doing it." Some hobbies for girls are photography, nature study, arts and crafts work, pet animals, collecting stamps and coins. See Manual for Advisers, page 71.

Reading

"God taught me to read;
He gave me the world for a book."

Books are beloved companions and the joy of owning them is great. One good way to begin to own one's own "bound friends" is to start a bookshelf—be it ever so tiny—in one's own room,

If a high school or boarding school girl could own but five books, what would she choose? Ten books? Twenty books?

Girl Reserve book lists are included in the Manual for Advisers, pages 485 ff.

"Movies"

Questions for Girl Reserves to think about:

1. Why do you go to a "movie?"
2. What are the things about it that you really like?
3. Who are your favorite stars? What kinds of parts do they usually play?
4. Do you notice the lighting effects, the use of nature pictures, the music played during the evening's performance?
5. Do you know how a scenario is written? How titles are made? Laws governing the employment of children as "movie" actors?
6. Is it possible for a high school club to set a high standard for the type of "movie" shown in a community?

The following is taken from the February, 1934 issue of *The Photoplay Magazine*, one of the best known motion picture magazines

To a Young Girl Going to a Photoplay.

"If it were not for you the photoplay would not exist. There might be motion pictures of events and industries, but there would be no romance. Romance is what the photoplay is made of, and you are the film."

half of romance, which always burns with fire of youth or glows in youth's reflection: recollection.

"You are hatted and coated and furred; one hand swings your heavy marching order of powder puff and small handkerchief, your other hand clutches firmly your admission, plus war-tax—yet wait a moment: why are you going to the photoplay?

To idle away an hour?

To escape the dinner dishes?

To be one with the heroine in your paradise of happy-ever-after?

To dream your ideal hero—so grandly different from all the men you know?

"Here is something to remember, the only art which ever did anyone any good was an art which was honest. An honest art is one which bears a true relation to real life. Real life, not a dream about life, is what each of us has to live.

"Photoplays which call up that frank, healthy laugh of yours, one which makes you want to be something worthwhile in the world, one which touches your sympathies and makes you feel kindly toward people, one which bears to you the tenderness and strength, the helplessness of a real man's love—photoplays like these are more than mere entertainment. They will actually help you in realizing the vital and splendid womanhood which lies at the end of every American girl's rainbow of youth.

"Avoid the photoplay that makes you ashamed of your father and mother, and the one that makes you sorry for yourself, and the one that makes you look down on Jimmy because he hasn't a "dress suit," and the nearly naughty story that ends suddenly in a perfectly proper marriage.

"Also remember this: There aren't any screen 'vampires' in real life, but if there were, men wouldn't fear them, they'd laugh at them. And you wouldn't wish a man to laugh at you—you'd rather he'd hate you.

"Now pass in and observe your photoplay!"

Thrift

Thrift is not first and foremost saving money, it is *most surely* not stinginess and hoarding, neither is it buying always the cheapest article and depositing the money thus saved in some hiding place, like an old stocking under the hearthstone. Thrift, in the first place, is the determining of the value of good things like time, health, and material possessions so that they will contribute their utmost to each person's life. Every girl's life has a large number of valuable possessions, some of which are material and tangible, to be seen, to be touched: food, clothing, shelter. Others are intangible but very real: time, health, education,

play. Still others are absolutely essential but most difficult to describe; friendship, family life, and comradeship with God. Every day, choices must be made among these good things and the habit of making these choices in order of their values is one kind of real thrift. Thrift is also the way of spending one's resources—time and energy, and actual money. Many girls will find it most interesting to make a budget of their resources. (A budget is a "money-map" or a "time-map" which shows exactly where one is going.)

Thrift work, within the club, will be made interesting if all club members share in the writing of "Thrift-tograms," when a thrift meeting is being planned. (see the Manual for Advisers, pages 472 ff., for suggestions) There are many ways for bringing the thrift emphasis into the club programs. (See chapter 9 of section V of the Manual for Advisers and also pages 796, 797, 798, for further help).

Vocational Information

Every live Girl Reserve sees constantly the place which the well trained, well educated woman is assuming in the world today, and early in her high school experience begins to seek for the best ways to prepare herself gradually yet steadily for a life of productive usefulness, that is, for such investment of herself, wherever she is, as will result in happiness and satisfaction to herself and in products of hand and brain which will make the world better for her work. The more education, the more training, the wider her background of mental knowledge, the greater will be her success in almost every case. Success is not to be judged by the ordinary standards of the business world, money and reputation for skill, but by the standard of how one grows as an individual and how one fits into the work of the community and of the world. A girl can be called successful in an occupation not if she makes a good salary alone, but if the work offers her the chance to grow in power and to develop her hidden talents, which will shrivel away if they are not used.

The following questions, which are asked so that a Girl Reserve may check up a wee bit on her own possibilities, should be carefully considered by each Girl Reserve early in the club year, and then when several meetings on vocational information have been held, she may test herself out again by answering the questions for a second time. It would be interesting, also, to write in the blank spaces some impressions about the meetings or about the vocations presented, such as teaching, library work, secretarial work, commercial art, etc. The questions suggested on page 45 are to be thought about when alone and talked over with other Girl Reserves or with the secretary or adviser.

DISCOVERING MY POSSIBILITIES

"O! wad some power the giftie gie us to see our
sel's as ithers see us."

I. Name.....Age....

Where were you born?.....

Where was your father born?.....

Your mother?.....

II. Father's occupation?.....

Mother's occupation?.....

III. What school studies do you like best?.....

Why?

IV. When not in school, what do you like best to do?

.....

V. Name in order of choice three occupations which you
are considering

.....

.....

VI. Why are you studying these occupations?.....

.....

.....

VII. Have you definitely decided upon and will you be able
to fit yourself for the occupation first mentioned?....

.....

VIII. What qualities do you think you possess that will
make you a success in your chosen occupation?.....

.....

.....

IX. Of what help will the rest of your school work be in
making you a success?

.....

.....

1. What was the earliest decision that you ever made with regard to what you were going to do when you were grown up? Has it changed? If it has, can you imagine why? Do you suppose your decision will change again?
2. What good will it do to get ready for one occupation if you are likely to change to another in a few years?
3. Who is the most successful woman that you know? Get her to tell you how she came to her present success. Without giving her name, will you tell her story to the group and let the group decide whether all people reach success in the same way or each in her own way?
4. Do you think a person works who does not earn money? Would you rather work without the necessity of earning money? Which do you think it is easier to do well, earn money or spend money?
5. What do you think of these things as helps in getting habits of success.
 - (a) Budgeting your money (spending your money according to a definite plan)?
 - (b) Budgeting your time (using the hours of the day according to a plan)?
 Which is easier—to make a plan or to keep it? Why is it worth while to get the habit of doing this?

"It isn't the gale, but the set of the sail
That determines the way you go!"

Worship

A girl's religious life is expressed chiefly through two main avenues, worship and service. It is perfectly natural to worship. Everybody worships. In all countries of the world, among all peoples of the world, men turn toward that which they hold to be sacred. People find in worship a strengthening of their personal relationship with God and a sense of fellowship with other worshippers.

In her church or at the Association a girl finds an opportunity to share in a more formal service of worship, where beauty of music and order of service, in addition to a talk or sermon, join her with a body of people, who, like her, are seeking the friendship of God.

The club ceremonial and the installation and recognition services are times when the club may express its desire to thank a loving Father for good gifts to the members as individuals and for the opportunity to serve and to show appreciation of loveliness in the world through the use of poems and stories. It is *out of doors* that perhaps the greatest sense of nearness to God comes. By silent enjoyment of a beautiful sunset, or appreciation of a mountain's rugged strength, through singing, or through the dramatization of some of the loveliest of the Bible stories, a group finds expression for its thanksgiving and reverence. (For further suggestions regarding worship, see section V, chapter I, Manual for Advisers.)

That the being of me have room to grow,

That my eyes may meet God's eyes and know,
I will hew great windows, wonderful windows,
Measureless windows for my soul.

*Angela Morgan.**

*From "Room" in "The Hour Has Struck", used by permission of Dodd Mead and Company, Inc.

Date of club meeting.....
Subject discussed.....
Name of speaker (s).....
My impressions.....
.....

Date of club meeting.....
Subject discussed.....
Name of speaker (s).....
My impressions.....
.....

Date of club meeting.....
Subject discussed.....
Name of speaker (s).....
My impressions.....
.....

Date of club meeting.....
Subject discussed.....
Name of speaker(s)
My impressions.....
.....

Section VII

SUGGESTIONS FOR RESOURCE MATERIAL

The following material is suggested as necessary for a year of club work, other books and pamphlets and supplies may be added to the list.

- A. **Handbook for High School or Boarding School Girl Reserves.**
- B. **The Girl Reserve Movement—A Manual for Advisers.**
- C. **A Girl Reserve notebook for the club secretary.**
- D. **A record book for the club treasurer.**
- E. **Official Girl Reserve posters.**
- F. **Bible study courses (see the catalogue of The Womans Press, 600 Lexington Avenue, New York City).**
- G. **A standard book of games, such as Bancroft's Games for the Playground, Home, School and Gymnasium.**
- H. **Stories and poems.**
- I. **Copies of Association Music or Fellowship Hymns.**
- J. **Copies of *The Girls' Work Bookshelf*, published by the Girl Reserve Department.**
- K. **Large and small candles for the ceremonials.**
- L. **Small triangles for the candles used in the recognition service.**
- M. **See also section V of the Handbook for information regarding the uniform and insignia.**
- N. **Copies of the "Social Ideals of the Churches" which are stated as follows:**

Social Ideals of the Churches—action taken by the Federal Council of the Churches of Christ in America at a special meeting held at Cleveland, Ohio, May 6–8, 1919:

Resolved: That we reaffirm the social platform adopted by the first Quadrennial in Chicago, 1912, and ratified by the second Quadrennial in St. Louis, 1916.

That the churches stand for—

- I. **Equal rights and justice for all men in all stations of life.**
- II. **Protection of the family by the single standard of purity, uniform divorce laws, proper regulation of marriage, proper housing.**

- III. The fullest possible development of every child, especially by the provision of education and recreation.
- IV. Abolition of child labor.
- V. Such regulation of the conditions of toil for women as shall safeguard the physical and moral health of the community.
- VI. Abatement and prevention of poverty.
- VII. Protection of the individual and society from the social, economic and moral waste of the liquor traffic.
- VIII. Conservation of health.
- IX. Protection of the worker from dangerous machinery, occupational diseases and mortality.
- X. The right of all men to the opportunity for self-maintenance, for safeguarding this right against encroachments of every kind, for the protection of workers from the hardships of enforced unemployment.
- XI. Suitable provisions for the old age of the workers, and for those incapacitated by injury.
- XII. The right of employees and employers alike to organize; and for adequate means of conciliation and arbitration in industrial disputes.
- XIII. Release from employment one day in seven.
- XIV. Gradual and reasonable reduction of hours of labor to the lowest practicable point, and for that degree of leisure for all which is a condition of the highest human life.
- XV. A living wage as a minimum in every industry, and for the highest wage that each industry can afford.
- XVI. A new emphasis upon the application of Christian principles to the acquisition and use of property, and for the most equitable division of the product of industry that can ultimately be devised.

acing the social issues involved in reconstruction

RESOLVED: That we affirm as Christian Churches,

1. That the teachings of Jesus are those of essential democracy and express themselves through brotherhood and the co-operation of all groups. We deplore class struggle and declare against all class domination, whether of capital or labor. Sympathizing with labor's desire for a better day and an equitable share in the profits and management of industry, we stand for orderly and progressive social reconstruction instead of revolution by violence.

2. That an ordered and constructive democracy in industry is as necessary as political democracy and that collective bargaining and the sharing of shop control and management are inevitable steps in its attainment.
3. That the first charge upon industry should be that of a wage sufficient to support an American standard of living. To that end we advocate the guarantee of a minimum wage, the control of unemployment through government labor exchanges, public works, land settlement, social insurance and experimentation in profit sharing and co-operative ownership.
4. We recognize that women played no small part in the winning of the war. We believe that they should have full political and economic equality with equal pay for equal work, and a maximum eight hour day. We declare for the abolition of night work by women, and the abolition of child labor; and for the provision of adequate safeguards to insure the moral as well as the physical health of the mothers and children of the race.

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